

# CONNECTING SCHOOL TO LIFE



## V'ACTE/WORK EXPERIENCE PROGRAM

### STUDENT TRAINEE INFORMATION

INCLUDED FOR STUDENT TRAINEE TO READ, COMPLETE AND RETURN REQUIRED DOCUMENTS:

- ✓ APPLICATION
- ✓ EXPECTATIONS AND GUIDELINES
- ✓ MEDIA RELEASE
- ✓ DAILY ACTIVITY LOG
- ✓ GUIDELINES FOR STUDENT DRESS
- ✓ STUDENT EVALUATION FORM

**V'ACTE WORK EXPERIENCE COORDINATOR:**

**LAURIE LOZANO**  
**(928) 634-7131, EXT. 18**  
**EMAIL: LLOZANO@VACTE.COM**  
**830 S. MAIN STREET, SUITE 2-I**  
**COTTONWOOD, AZ 86326**

***THANK YOU FOR YOUR INTEREST IN THIS WORK EXPERIENCE PROGRAM.***

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
STUDENT WORK EXPERIENCE PROGRAM**

**APPLICATION**

***Please print all information except signature. Read carefully and fill in ALL items.  
Incomplete or unsigned applications will not be accepted.***

**I am applying for the Work Experience position coordinated by V'ACTE. This is an unpaid position, for a period to be determined by the business partner, student trainee, and work experience coordinator.**

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Home Phone Cell Phone E-mail

\_\_\_\_\_  
Birth Date Date Available Starting Time

\_\_\_\_\_  
High School Attending CTE Program Enrolled in

**Work History**

*Begin with your current or most recent position. List each promotion as a separate job. Include paid and voluntary positions.  
Be as accurate and complete as possible, especially in describing the duties of each position.*

**Current or Most Recent Position:**

\_\_\_\_\_  
Name of Employer/Company City Job Title Dates of Employment (From - To)

\_\_\_\_\_  
Name of Supervisor Reason for Leaving

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

**Next Previous Position:**

\_\_\_\_\_  
Name of Employer/Company City Job Title Dates of Employment (From - To)

\_\_\_\_\_  
Name of Supervisor Reason for Leaving

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

*Use this space to identify any career and technical education classes you have received a "C" or better (i.e., Welding, Ag, Media, Culinary, Business, Drafting, etc).*

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*List any relevant certificates and licenses (Food Handlers, CPR, etc.), or specialized classes you have taken (i.e., Chemistry, Anatomy, Journalism, Photography, etc.)*

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*Please give any additional information you feel is pertinent that is not listed elsewhere.*

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**List Three References**

Reference #1:	List name	Address	City	State	Zip Code	Phone Number
Reference #2:	List name	Address	City	State	Zip Code	Phone Number
Reference #3:	List name	Address	City	State	Zip Code	Phone Number

**Code of Conduct must be signed by applicant and parent or guardian to indicate their agreement for the student to participate in this program with the associated student expectations and guidelines.**

**Signature:** *By signing this application, you are certifying that the information is true and complete to the best of your knowledge. Unsigned applications will not be considered.*

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to:

Laurie Lozano, Work Experience Coordinator, V'ACTE, 830 S. Main Street, Suite 2-I Cottonwood, AZ 86326

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
STUDENT WORK EXPERIENCE PROGRAM**

**STUDENT CODE OF CONDUCT**

Among the goals of the Valley Academy for Career and Technology Education is to provide a variety of educational opportunities which will inform and train young people as they prepare to enter the labor force. In fulfilling this mission, certain standards of behavior are expected of all participants and are also necessary to provide assurances to the student and to the employer.

1. Work cooperatively with others in a courteous, respectful manner.
2. Know and obey the local laws as well as the laws of the state and federal government.
3. Any person, adult or youth, while participating in the Work Experience Program, agrees to refrain from the use of any tobacco, alcohol, and/or illegal drugs/substances.
4. Present appropriate model in dress, manners, conduct, appearance, language, and actions.
5. Use respect and care for all property used.
6. Attendance must be 100% during the Work Experience Placement.
7. Know and follow established rules of the work site.
8. Know and follow all school rules while at work site.
9. Disciplinary process: As the student agrees to participate appropriately in the work place, failure to abide by established rules (see "Expectations and Guidelines" and this document) will result in the student being removed from the program. There is a "one strike" rule in place. Unapproved exceptions to this code of conduct or other reasonably expected behaviors are grounds for dismissal.

**PARTICIPANT'S AGREEMENT:**

I have read the CODE OF CONDUCT and will abide by the guidelines therein. I realize my failure to do so could result in an immediate suspension from the Work Experience Program.

Participant's signature: \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN'S AGREEMENT:**

As the parent/guardian of \_\_\_\_\_, I have read the CODE OF CONDUCT and the "EXPECTATIONS AND GUIDELINES" and will support those in charge as they perform their responsibilities to see that the goals of the program are met

Parent /Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Expectations and Guidelines

**The purpose of the Work Experience Program is to help the student refine their choices made in regard to choosing a career path after high school. The work site will provide the student with a supervised experience wherein the student will have a chance to contribute as well as learn about the related careers in that work site.**

**The student will be placed in a business with work that is related to the program area in which the student has been enrolled in at their high school. The actual work experience hours will be worked out between the Business Partner, the Student Trainee, and the Work Experience Coordinator. Transportation to the work site will be the responsibility of the Student Trainee.**

**Failure to comply with the rules and guidelines below may result in V'ACTE terminating the Work Experience Placement for that Student Trainee.**

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Guidelines:

- This program has the Student Trainee as an active, contributing participant in the business. The Student Trainee is not an observer, and will actively seek for ways that they can make a positive difference at the work site.
- The Student Trainee is subject to all the guidelines and expectations that are appropriate to that work site (attendance, promptness, dress, etc).
- During the Work Experience Placement, the Coordinator from V'ACTE will visit the Student Trainee at the work site. The Student Trainee is expected to communicate with V'ACTE employees as well as with the work site supervisor and fellow workers regarding the progress in the Work Experience position, satisfaction and overall impressions.
- The Student Trainee will complete their daily activity logs on a weekly basis and will have the work site supervisor sign it before it is turned in. The Student Trainee is fully responsible for turning in their daily activity logs to V'ACTE at the completion of the entire Work Experience Placement.
- All paperwork (application, student code of conduct, and media release) is to be completed before the Student Trainee begins work.
- The Student Trainee is expected to fill out the evaluation forms at the end of the Work Experience Placement, and send their work site supervisor an appropriate thank you letter.

## VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION WORK EXPERIENCE PROGRAM MEDIA RELEASE

I, \_\_\_\_\_

*Print student name here*

thereby irrevocably authorize the Valley Academy for Career and Technology Education (V'ACTE) to use photographs of me and or my property and authorize them to use and publish (with or without my name) photographs, pictures, portraits or images herein described in any and all forms and media and in all manners including composite images or distorted representations, and the purposes of publicity, illustration, commercial art, advertising, publishing (including publishing in electronic form on CDs or internet websites), for any product or services, or other lawful uses as may be determined by V'ACTE.

I further waive any and all rights to review or approve any uses of the images, any written copy or finished product, have read and fully understand the terms of this release. Parent or legal guardian must sign below for minors.

### Description of images

The photos to be taken will relate only to the student's participation in high school Career and Technical Education classes, and the high school Work Experience Program through the Valley Academy for Career and Technology Education, for the purposes of promoting Career and Technology Education classes.

Student name: \_\_\_\_\_ High School \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

I am the parent or legal guardian of the above mentioned minor and have the legal right and authority to execute the above release on behalf of the minor.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# DAILY ACTIVITY LOG

Student Trainee:		Supervisor:	
Week Of:		Work Site:	
Date:	Start Time:	End Time:	Total Days Hours
Activities:			
Date:	Start Time:	End Time:	
Activities:			
Date:	Start Time:	End Time:	
Activities:			
Date:	Start Time:	End Time:	
Activities:			
Date:	Start Time:	End Time:	
Activities:			
			Total Weeks Hours
Student Trainee Signature			
			Date
Supervisor Signature			
			Date

## **BASIC GUIDELINES FOR CLOTHING WORN BY STUDENT TRAINEES**

Basic guidelines of appropriate grooming and dress for employees will include but are not limited to the following:

- a) Clothing or uniforms must be neat, clean, maintained in good repair (not faded, torn, or tattered), and fit properly.
- b) Employees will observe good habits of grooming and personal hygiene at all times.
- c) Clothing worn will be of the type that is consistent with the clothing worn by other employees in the work area. If there are any questions as to the type of dress that is appropriate, the employee will consult with the supervisor.
- d) Revealing or distracting attire is considered inappropriate (i.e., leggings, shorts, sheer fabrics, open weave knits, short blouses, etc.).
- e) Shoes must provide safe, secure footing, and offer protection against hazards. Flip-flop type shoes are considered inappropriate. Shoes should be appropriate for the work being performed by the employee and not impair them from performing their work activities
- f) Jewelry that may impair work performance or create an image contrary to a professional work environment will not be permitted; this includes visible body jewelry.
- g) Fingernails shall be in good taste and of a length so as to not interfere with work function and infection control protocols.
- h) No wearing of excessive artificial fragrances.
- i) Student Trainees wearing uniforms or work garments bearing company logos, on or off the premises, shall conduct themselves in a professional manner.



## STUDENT TRAINEE EVALUATION FORM

The purpose of this form is to provide opportunity for an honest appraisal of the work site and supervisor, and its contribution to your school's CTE Program.

Student Trainee name: \_\_\_\_\_

Date: \_\_\_\_\_

Work Site/Supervisor: \_\_\_\_\_

Please circle the number that most closely expresses your response to the following statements, from (1) strongly disagreeing to (5) strongly agreeing.

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The work experience met my overall expectations.   | 1 | 2 | 3 | 4 | 5 |
| 2. The length of the work experience was sufficient.  | 1 | 2 | 3 | 4 | 5 |
| 3. The working conditions were satisfactory.  | 1 | 2 | 3 | 4 | 5 |
| 4. The level of direction or assistance given by the supervisor was sufficient.   | 1 | 2 | 3 | 4 | 5 |
| 5. The supervisor provided feedback on my progress and abilities.   | 1 | 2 | 3 | 4 | 5 |
| 6. The work experience provided levels of responsibility consistent with My ability and growth.                                 | 1 | 2 | 3 | 4 | 5 |
| 7. I had the opportunity to use the skills I learned in my High School CTE Program during my work experience.                   | 1 | 2 | 3 | 4 | 5 |
| 8. The experience taught me enough to make some decisions about my career choices.  | 1 | 2 | 3 | 4 | 5 |
| 9. I wish to continue communicating with my supervisor.   | 1 | 2 | 3 | 4 | 5 |
| 10. Would you work for this supervisor again? ___ Yes ___ No ___ Uncertain  |   |   |   |   |   |
| 11. Would you work for this organization again? ___ Yes ___ No ___ Uncertain  |   |   |   |   |   |
| 12. Would you recommend this organization to other students? ___ Yes ___ No ___ Uncertain                                       |   |   |   |   |   |
| Why or why not?   |   |   |   |   |   |
| 13. How has your work experience affected your plans for the future? How will you use that information in your career planning? |   |   |   |   |   |
| 14. What is the next thing you will do in your planning for the future?   |   |   |   |   |   |
| 15. What would you change to make the Work Experience Program better?   |   |   |   |   |   |

Feel free to explain any of your responses to the above statements on the back of this form. Thank you!

Return this form and a copy of your thank you letter within one week of Work Experience completion to:  
 Laurie Lozano, Work Experience Coordinator V'ACTE, 830 S. Main Suite 2-I Cottonwood, AZ 86326